COMET Online Learning

REGISTRATION INSTRUCTIONS:

How to activate your eLearning account now that you've received your enrollment key

Below is all the information you need to get started with your new online learning program. Follow these steps to register for your personal online learning account and sign up for a class:

Step 1:
Go to: www.myskillsource.com

Step 2:
Click on Enrollment Key Log-in. Enter your enrollment key exactly as provided to you by your training coordinator. Click "Enroll" and complete the registration form. You will create a personal username and password.

Step 3:
Return to the log-in page. Enter your new username and password and click "Log-in."

Step 4:
Record your new username and password. You will use them to log onto the site on all future visits.
Note: Your enrollment key is invalid after it is used to create a username and password.

Step 5: Sign up for a New User Orientation Class:
http://www.enterprisetraining.com/events/orientation.htm

Note: You are encouraged to register for an e-learning orientation class, which is designed to demonstrate the features of this new online learning program. Each session is held via teleconference and lasts 45 to 60 minutes.

Useful Resources
Review the Student Resource Center for important information about using your new account:
http://www.enterprisetraining.com/student

Off-Site Access
You may access My SkillSource from anywhere with a PC and an Internet connection (24 hours a day, 7 days a week).

Key User Benefits
- ✓ Unlimited access to ALL courses
- ✓ Courses are geared to the adult learner — lessons are short, clear, and to the point
- ✓ Improvement of skills and course advancement.
- ✓ Certifications and course completion certificates

Support
For technical assistance, please call 1-800-250-5013, ext. 1, or visit the Technical Support or Contact Us pages for other support options, including Live Chat.

Good luck and please contact your training coordinator with any questions.

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EDUCATION DIVISION